

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE8747366

Date Posted: 01/14/13

POSITION NO: 241580

Closing Date: OUF

CLASS CODE: 4145

POSITION TITLE: Head Start Bus Driver **

DEPARTMENT NAME: NAVAJO HEAD START-Tuba City Agency

DEPARTMENT NO: 874 WORKSITE LOCATION: Navajo Mountain, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V59A

Days: M-F

Permanent: ☒

SALARY:

Hours: 7 am to 4 pm

Temporary: ☐

Duration: 9 months \$ Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 12.48 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of routine difficulty driving a bus to transport Head Start on assigned routes, from home to center and return to home and/or field trips, or to and from assigned destinations according to time schedule; monitors conduct of passengers on bus to maintain discipline and safety; performs pre-trip/post-trip inspections before and after each route; performs maintenance check to ensure bus complies with safety and transportation regulations; schedules regular, periodic maintenance of the bus, report all other maintenance concern and problems; assures that all required inspections are done on a timely basis; checks fire extinguishers; replenishes and maintain first aid kit; assures the interior to clean and disinfected properly; maintains log by recording mileage, fuel and maintenance expenses; checks and maintain level of oil and water; reports any problems with bus that need repairs or servicing; maintains discipline and safety of children on and around the bus; directs loading and unloading the passengers; conducts and participates in bus and safety drills and presentations; prepares required reports; communicates with parents and program staff regarding program activities; may be required to participate in classroom instruction, provide assistance in the supervision of children.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School diploma or GED; and a valid Commercial Driver's License with passenger and school bus endorsement.

Experience:

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, license, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and Navajo Nation traffic regulations and practices for transportation of school children; knowledge of inspection, operation and preventative maintenance of school buses; knowledge of Head Start program policies, practices and procedures; knowledge of preparing age appropriate learning and socialization activities; skill in safely transporting Head Start children to and from their homes; and skill in maintaining a clean safe environment for children.

License/Certification Requirements:

Must pass a criminal background check investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain a Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit, First Aid Certificate, and Cardiopulmonary Resuscitation (CPR) Certificate.

**** UNION POSITION**

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99